



UNITED STATES MARINE CORPS
U.S. MARINE CORPS AIR STATION
YUMA, ARIZONA 85369-5000

IN REPLY REFER TO:
StaO 12713.4C
3BF
6 Feb 91

STATION ORDER 12713.4C

From: Commanding Officer
To: Distribution List

Subj: EQUAL EMPLOYMENT OPPORTUNITY (EEO) PROGRAM

Ref: (a) CMMI 713.2 (NOTAL)

Encl: (1) Equal Employment Opportunity Policy Statement
(2) Responsibilities of Equal Employment Opportunity
Program Personnel and Key Officials

1. Purpose. To publish the Marine Corps Air Station policy on equal employment opportunity.

2. Cancellation. Station Order 12713.4B.

3. Background. The reference governs the equal employment opportunity program within the federal government and provides for equal opportunity in employment matters for all persons, free from any discrimination based on race, color, religion, age, sex, national origin, physical handicap, mental handicap or reprisal for prior EEO complaint involvement. It is the objective of the EEO Program to assure that all persons receive impartial consideration for initial employment, subsequent promotion and career development, limited only by each individual's ability and effort. Enclosure (1) is provided to publicize this Command's policy and personal interest in support of equal employment opportunity. Enclosure (2) defines the responsibilities of EEO program personnel and other key officials, including supervisors and managers at all levels.

4. Policy

a. The EEO Program is dedicated to continuing assurance that discrimination against any employee or applicant because of race, color, religion, age, sex, national origin, physical handicap, mental handicap or reprisal for prior EEO complaint involvement does not occur. No person shall be denied employment for any reason other than those of merit or fitness. It is our goal to achieve and maintain a fully integrated work force through effective utilization of personnel in all organizational segments. In administering the total EEO Program, special emphasis will be given to women and minority groups which constitute significant proportions in the local labor market.

b. Command commitment goes beyond the prohibition of discrimination. It requires that positive action be taken to place employees, including women and minorities, into training and educational programs for the purpose of enhancing their skills and knowledge to enable them to progress to their highest potential.

c. Execution of the EEO Program and achievement of its objectives are the inherent responsibility of every supervisory and managerial level. It is essential that demonstrated support for achieving the goals of the program be taken into consideration in assessing supervisory performance. All employees are expected to actively support and contribute to the intent of the program.

d. Nothing in this policy is intended to abridge legal entitlements or provisions of established merit promotion or employment principles. This policy does require that positive steps be taken to increase utilization of women and minorities in occupations and levels where they are obviously underrepresented.

e. Respect for human dignity and fair treatment for all are strongly emphasized.

5. Action. Addressees will ensure that all personnel under their cognizance become familiar with the contents of this Order. All supervisors will allow counselors and employees and their representatives ample time to participate in counseling sessions and in attempts to resolve problem situations. Supervisory personnel must recognize that the assumption of responsibility relating to equal employment is a condition of employment. All military and civilian personnel are expected to assume a personal responsibility for making constructive contributions to the goal of equality of opportunity. Bulletin boards will be located throughout the activity containing names, locations and telephone numbers of all EEO Program personnel.


C. T. DUNSTAN
By direction

DISTRIBUTION: C

EQUAL EMPLOYMENT OPPORTUNITY POLICY STATEMENT

It is the policy of the United States Marine Corps to provide equal opportunity for all persons. Discrimination because of race, color, religion, sex, age, national origin or handicap will not be tolerated. Full equality in federal employment is an objective of prime importance to us all. Equal employment opportunity must be extended to provide experience, education and training so that each individual can reach their fullest potential. EEO policies are based on the principles of individual worth and dignity. They are aimed toward the betterment of the lives of the disadvantaged and ultimately toward the improvement of society itself.

The full cooperation and effort of all employees is required if we are to overcome the effects of past discrimination. Equal employment opportunity must be more than an administrative program.

Affirmative action in achieving our goals will be apparent in all employment policies and practices including, but not limited to, recruitment, hiring, advancement, termination and reduction in force, and will share equal importance with other activity goals. Accountability for goal achievement has been established and management performance will be evaluated in these terms as well as other major functions.

Any employee or applicant for employment having a complaint of alleged discrimination shall be provided with immediate informal counseling. The employee or applicant shall have the right to file a formal complaint consistent with existing regulations without fear of restraint or reprisal.

The Equal Employment Opportunity Program has my personal and official support. I stand fully behind the concept of equal opportunity, equal treatment and equal respect for every individual. Managers, supervisors and employees at all levels, both civilian and military, share the responsibility of goal accomplishment and all will openly support and contribute to the Equal Employment Opportunity Program in developing and accomplishing our affirmative action objectives.



C.B. CHEATHAM
Colonel, U. S. Marine Corps
Commanding Officer

ENCLOSURE (1)

RESPONSIBILITIES OF EQUAL EMPLOYMENT OPPORTUNITY PROGRAM PERSONNEL
AND KEY OFFICIALS

EQUAL EMPLOYMENT OPPORTUNITY OFFICER (EEOO)

The head of the activity is the Equal Employment Opportunity Officer and as such has the overall responsibility for ensuring that the EEO Policy is vigorously and positively carried out at all levels within the command. The EEOO will assure that all subordinate staff officials, line managers and supervisors recognize their responsibility for effectively executing the provisions of the EEO Program.

DEPUTY EQUAL EMPLOYMENT OPPORTUNITY OFFICER (DEEOO)

The Deputy EEOO serves as the principal advisor on all EEO matters and is responsible for the development, execution and monitoring of an aggressive program to identify and define problem areas in both appropriated and nonappropriated fund activities. The DEEOO is responsible for keeping civilian personnel officials informed of problems which impede program progress. The DEEOO works with the Civilian Personnel Office in providing employee training and in the administration of the Upward Mobility Program. The DEEOO serves on boards and committees established as either decision making or recommending bodies on matters concerning recruitment, training, promotion, job design, reduction in force and station publicity. The DEEOO provides guidance and direction to the Federal Women's Program Manager, the Hispanic Employment Program Manager, EEO Committee members and EEO Counselors, and administers the discrimination complaints process.

FEDERAL WOMEN'S PROGRAM MANAGER (FWPM)

The Federal Women's Program Manager conducts studies regarding the status of female employees and assists women in filing for promotional opportunities. The FWPM analyzes female representation in activity training, promotional opportunity and achievement and serves as ex-officio member of the EEO Committee as well as other boards and/or committees whose decisions affect women. The incumbent keeps women informed of progress of the program through available media; contacts schools and women's organizations; serves as liaison with recruitment sources and the Civilian Personnel Office; provides input for the development of affirmative action objectives; participates in training in attempting to enlighten and motivate women in matters of advancement, personal goals and education; and attends meetings within the community and provides information and guidance regarding employment opportunities within the federal work force.

ENCLOSURE (2)

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HISPANIC EMPLOYMENT PROGRAM MANAGER (HEPM)

The Hispanic Employment Program Manager assesses the representation of Hispanic persons within the work force and identifies problems which limit their employment or advancement. The HEPM recommends solutions to problems peculiar to minorities and serves as the primary contact point for Hispanic employees within the activity. The incumbent provides input for the development of affirmative action objectives and represents the installation at meetings relating to the Hispanic Employment Program. The HEPM contacts schools and community organizations for special recruitment sources in coordination with the Civilian Personnel Office, publicizes employment opportunities within the Hispanic Community and provides assistance and guidance to persons interested in federal employment. The HEPM serves as ex-officio member of the EEO Committee and other boards and/or committees whose decisions affect minorities.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) COUNSELORS

EEO Counselors are responsible for taking steps necessary to resolve discrimination complaints during the informal stage. Counseling may be requested by any employee or applicant for employment. If counseling reveals that the problem is not an EEO matter, the counselor will advise the complainant as to the appropriate channel of resolution. Each allegation of discrimination will be fully and expeditiously investigated. Any person having knowledge related to the problem presented may be contacted. Any records pertinent to the case will be made available to the counselor. Documents which are a part of the employee's official personnel record will be made available at the discretion of the Civilian Personnel Officer. Every effort will be made to resolve complaints on an informal basis. If this cannot be accomplished within the prescribed time limitations, the complainant will be advised of the right to file a formal complaint. The EEO Counselor will maintain a complete record of all counseling performed. A summary of each case will be submitted to the DEEOO to provide information required for reporting purposes. All information except for statistical data will be regarded as personal and for official use only.

EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMMITTEE

EEO Committee Members serve on a collateral duty basis in an advisory capacity to the DEEOO. Committee members identify potential or existing problems within their respective organizations; assist in counseling employees within their organizations on career opportunities; increase managers' and supervisors' awareness of the advantages of utilizing talents of employees; and participate in special activities. The Committee includes representation from minority groups and women as well as a cross section of Station departments.

ENCLOSURE (2)

CIVILIAN PERSONNEL OFFICIALS

The civilian personnel staff is responsible for assisting in the development and execution of affirmative action. It provides assistance to EEO Program personnel in the preparation and coordination of required reports and in review of the program progress in each organizational segment. Civilian personnel officials are responsible for establishing the coordination of personnel actions pertaining to or affecting EEO matters.

DEPARTMENT HEADS AND STAFF OFFICIALS

Since it is the management who is ultimately responsible for the success or failure of the EEO Program, it must have the personal involvement of each Department Head and Staff Official. They must insure that minorities and women are afforded fully equal treatment in all employment matters. They must make every effort necessary to eliminate problems or potential problems that may be obstacles to EEO progress. They will cooperate fully with counselors, investigators and other program officials in attempting to resolve discrimination complaints, both formal and informal, so that proper equitable and expeditious action may be taken.

SUPERVISORS

All supervisors are responsible to their employees for providing reasonable opportunities for training and advancement so that each individual will have the chance to rise to the level of their capabilities. The supervisor is the individual who must make the EEO Program work. Supervisors are responsible for making a sincere effort to resolve the problems of employees within their work areas through their chain of command. Supervisory employees will be specifically evaluated at least annually on their individual efforts in this area.

ENCLOSURE (2)